



Integrated Development Plan, SDBIP and Annual Budget

**Schedule of key
Deadlines for 2027/2028**

“Annexure A”

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1. IDP Time-Schedule

1.1 Introduction:

It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP. The 2027 - 2028 IDP, Budget and SDBIP Schedule of Key Deadlines.

Local Government: Municipal System Act 28(1) “each municipal council must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan.”

Local Government: MSA 29(1) “the process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

(a) Be in accordance with pre-determined programme specifying timeframes for the different steps;

(b) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for-

- The local community to be consulted on its development needs and priorities;

ii. The local community to participate in the drafting of the IDP;

iii. Organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;

(c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and

(d) Be consistent with any other matters that may be prescribed by regulation”.

1.2. Legislative background:

The Local Government: Municipal Systems Act prescribes core component that must be reflected on, in the IDP Section 21 of the MFMA,

(a) that “the mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;

(b) At least 10 months before the start of the budget year, table in the Municipal Council a time schedule outlining key deadlines for –

- (i) The preparation, tabling and approval of the annual budget
- (ii) Annual review of –
 - (a) the integrated development plan in terms of section 34 of the Municipal Systems Act and,
 - (b) the budget related policies.
- (iii) Tabling and adoption of any amendments to the integrated development plan and budget related policies; and
- (iv) Any consultative process forming part of the processes referred to in sub-paragraphs (i), (ii) and (iii).

2027/2028 Key Deadlines for the Preparation, Tabling and Approval of the Integrated Development Plan and 2027/2028 to 2029/2030 MTREF

The Council of a municipality must in terms of Section 16 (1) of the Local Government Municipal Finance Management Act, 56 of 2003 for each financial year, approve an annual budget for the municipality before the start of that financial year and Section 16 (2) In order for a municipality to comply with subsection (1), the Mayor of the Municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year. The Municipal Council must at least 30 days before the start of the budget year consider approval of the annual budget in terms of Section 24 of Municipal Finance Management Act.

1.3. IDP Planning Phases:

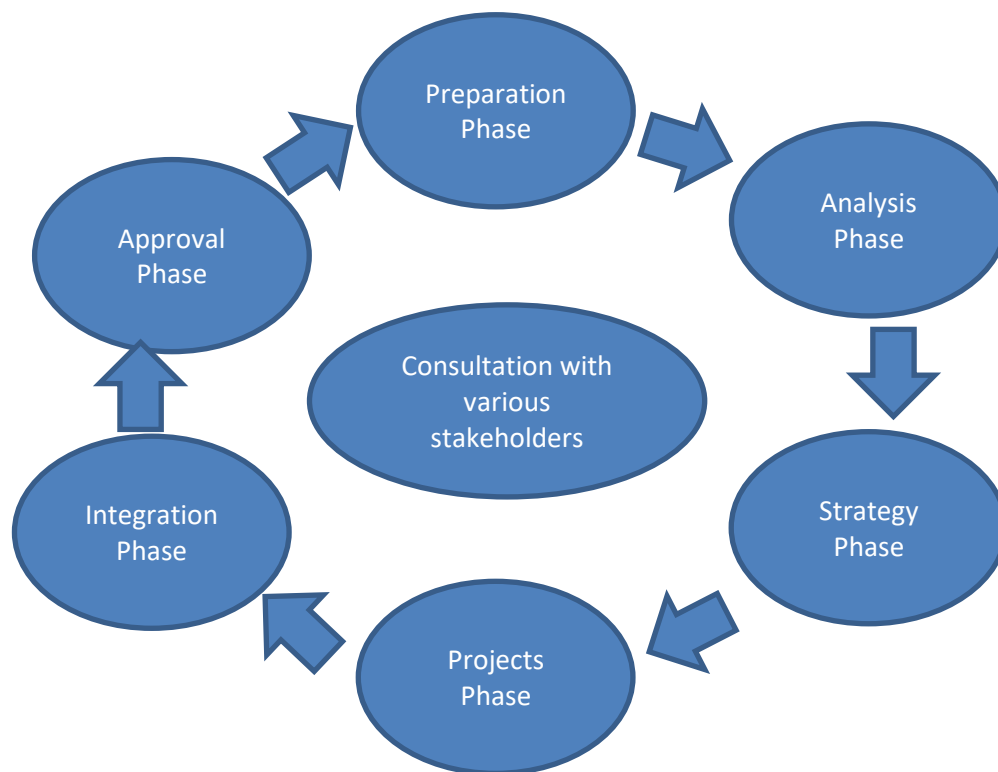


Figure 1: IDP Planning Cycle

The IDP cycle illustrates various phases of the planning cycle. The major phases of are;

- Preparation phase
- Analysis phase
- Strategy phase
- Project phase
- Integration phase
- Approval phase

1.4 Timeframes for Integrated Development Planning and SDBIP:

Table 1: IDP & SDBIP activities and timelines:

ACTIVITIES	RESPONSIBLE	TIMELINES
Preparation of the IDP Process Plan/Time Schedule Outlining Key Deadlines	IDP Office	July 2026
Adoption of the IDP Process Plan/Time Schedule Outlining Key Deadlines	Municipal Council	August 2026
Tabling of the Unaudited 2025-2026 Annual Report to Council	Marketing & Communication	August 2026
Publication (Public Notice) of the IDP Process Plan/Time Schedule Outlining Key Deadlines	IDP Office	September 2026
Submission of the IDP Process Plan/Time Schedule to MEC for Local Government, WRDM & Provincial Treasury	IDP Office	September 2026
Formal constituting of the IDP Steering Committee & Process Briefing	IDP Office	October 2026
Consideration & ensuring that MEC Comments are addressed	IDP Office	October 2026
Tabling of the First Quarter Report 2026/2027 SDBIP Performance Report	PMO/PMS	October 2026
IDP Process briefing for newly elected Councillor's	IDP Office	November 2026 – January 2027
Community consultation on the IDP Process Plan	IDP Office	November 2026 – January 2027
Public Participation on community needs for the IDP Cycle	IDP Office	November 2026 – January 2027
Submission of consolidated community needs to internal departments	IDP Office	November 2026 – January 2027
Submission of community needs to Cogta & WRDM for consideration	IDP Office	November 2026 – January 2027
Tabling of the Second Quarter Performance Report 2026/2027	PMO/PMS	January 2027
Tabling of the 2025/2026 Annual Report to Council	Marketing & Communication	January 2027
Tabling of Mid-year Performance Assessment Report 2026/2027	PMO/PMS	January 2027

STRATEGIC ALIGNMENT PHASE		
Vision and Mission	All Departments	January - February 2027
Objectives and development priorities	All Departments	January - February 2027
Priority Programme and Project Identification	All Departments	January - February 2027

ACTIVITIES	RESPONSIBLE	TIMELINES
Co-ordination of all IDP Departmental submissions (internal engagements on IDP Submissions)	IDP Office	February 2027
Integration and alignment of sectoral plans in the Draft IDP Document 2027-2028	IDP Office	February 2027
Tabling of the Draft IDP Document 2027-2028 to Council	IDP Office	March 2027
Public Notice and inviting comments for 21 calendar days on the Draft IDP Document 2027-2028	IDP Office	April 2027
Submission of the Draft IDP to MEC for Local Government, WRDM & Provincial Treasury (GoMuni Portal)	IDP Office	April 2027
Tabling of the Third Quarter Performance Report 2026/2027 to Council	PMO/PMS	April 2027
Community & Stakeholder's engagements (feedback on Draft IDP, Budget & SDBIP)	IDP Office	April – May 2027
Presentation of the Draft IDP to the Representative Forum for recommendation to Council for approval	IDP Office	April – May 2027
Council approval on the final IDP Document 2027-2028	IDP Office	May – June 2027
Submission of the Council Approved IDP to the MEC for local Government	IDP Office	June 2027
Submission of the Council Approved IDP to the West Rand District Municipality	IDP Office	June 2027
Submission of the Council Approved IDP to Treasury (GoMuni Portal)	IDP Office	June 2027
Submission of the 2027/2028 SDBIP for Executive Mayor's approval	PMO/PMS	July 2027

1.5. Conclusion

The IDP Schedule of Key Deadlines has outlined the timeframes and the alignment of IDP, Budget and SDBIP for the **2027-2028** financial year. Compliance with the timeframes provided will allow enough time to table the Draft IDP, Budget and SDBIP on or before end March 2027 and take it council for approval on or before end May 2027.

The achievement of an aligned and also successful implementation of the IDP, Budget and SDBIP depends on the co-operation of all the role players in order to achieve their developmental objectives in a spirit of co-operative governance.